

6 December 1966

MEMORANDUM FOR: Executive Director-Comptroller**SUBJECT : Report of Cable Secretariat Operations****1. Cables Processed.**

A. The combined work units of CIA and non-CIA cables totaled 56,450 items broken down as follows:

CIA IN	20,227
CIA OUT	7,653
MISCELLANEOUS (including Archives-734)	4,767
NON-CIA UNITS	<u>23,803</u>
TOTAL WORK UNITS	56,450

B. CIA IN and OUT cables totaled 311,788 for the period January - November 30, 1966 down 1% compared to the same period in 1965 (315,764) and 19% over the base period 1963 (283,938).

C. Non-CIA cables for January - November 1966 totaled 268,341, an increase of 24% over the same period in 1965 (215,569) and 67% more than the base period 1963 (160,934).

D. Work units totaled 634,815 for January - November 1966 which is 8% more than the same period 1965 (585,422) and 25% (509,195) over the base period 1963. Our Monday - Friday average for November was 2,174 items with an average of 1,882 items completed each 24 hours including Saturdays and Sundays.

E. 1,039 cables or 2% of all cables processed were furnished to the Director as compared to 1,546 or 3% for October 1966.

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SECRET**2. Personnel.**

Last month we lost two persons, a Cable Analyst to return to school full time and a Clerk to the military. This leaves our strength at [REDACTED] two less than October and ten short of our T/O of [REDACTED]

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3. General.

A. On 28 November 1966 the Cable Secretariat received notice that the Bureau of the Budget had taken \$900,000 from the FY 68 budget for automation of information processing within the Cable Secretariat. I do not agree with the reasons given, i.e., that this reduction was based on lack of specific plans, items required and timing of future automation. No reclama was made for the \$900,000 since the facts have not changed since my presentation to Mr. Convisser, BOB, on 13 October 1966. We plan to prepare requirements for a total system and count on money being available in FY 69 to enable us to implement that system in substantial part in that fiscal year. If we are to keep up, or catch up, and do the job to the standards required, I see no alternative to automating the clerical and mechanical tasks involved in cable distribution. [REDACTED] EA/DDP, has indicated we have DDP support. Arrangements have been made to work with two or three DDP units in January to ensure that we see all problems and requirements first-hand.

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B. I participated for two days in November in Project USEFUL, DIA's explanation of what they do and how and why. It was a fine presentation and worthwhile.

C. During the period 14 - 29 December I will be on leave, but available for duty should I be needed, since I will be at home.

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[REDACTED]
Cable Secretary

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